

14 NOV 1984

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Current Interest Items

1. Early Retirement

25X1A9a The "Panel of Attorneys" is scheduled to meet on 4 December at Headquarters Building. Messrs. Houston, [REDACTED] Echols, and [REDACTED] will 25X1A9a meet with them after they have a private discussion. (The tentative plan for a meeting on 25 November was cancelled.)

In the meantime, it is apparent that early action should be taken on the question of admitting or excluding as participants those employees who, although otherwise eligible on the basis of past service, are now already eligible for immediate retirement under the Civil Service Retirement Act. We hope to defer action until the Panel of Attorneys have completed their review but believe a clear policy determination would be highly desirable before external coordination of the draft regulation is completed. We are preparing a staff paper on this question to present for consideration.

2. Leave Benefits for Contract Employees

General Counsel is re-examining the legality of our present regulation practices regarding the grant (or withholding) of annual and sick leave benefits to Contract Employees. It appears that the Annual and Sick Leave Act applies to employees of the U. S. Government (whether engaged by appointment or contract instrument) who are serving on regularly scheduled tours of duty.

It appears that the regulation which now permits a determination on a case basis as to the type, if any, of leave benefits to be afforded a Contract Employee will require modification to provide benefits in accordance with the Annual and Sick Leave Act. (Briefly, there are 13 days sick leave per year and, depending on length of service, 15 to 26 days of annual leave per year for full time employees and accrual on a pro rata basis for part-time employees working on a regularly scheduled tour of duty.)

3. New Fitness Report Form for Career-Provisional Employees

We have concluded that the Agency is not making full use of the provisional period to accomplish a thorough evaluation of employees for career employee status. Further, there is a general lack of concern at supervisory and employee levels with the importance and significance of attaining career employee status. In some services, the conversion actions appear to be pro forma; in other services, there is a backlog of cases to be acted upon because the review of such conversions has been subordinated to other work requirements.

In an effort to establish a greater awareness of the purposes and significances of the provisional period, we are exploring the possibility of

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using a modified Fitness Report for employees in provisional status--distinctively labeled and perhaps printed on colored paper and including specific questions relating to the individual's potential for career employee status. When a complete proposal has been developed, we plan to present it to the Personnel Advisory Board for consideration.

4. Christmas Program

The "Christmas Committee" met on 20 November to discuss plans for the Agency's observance of the Christmas season this year. Generally, the plan is to be the same as last year's. Religious services are scheduled at the Headquarters auditorium on 23 December and choral programs on 14 and 18 December.

An All Employee announcement of the program was reviewed by the Committee and has been forwarded to your office for approval and publication.

5. Honor Awards Ceremony at WFIC

A special Honor Awards ceremony has been scheduled in the WFIC auditorium for Tuesday, 24 November. Nineteen awards (3 Intelligence Medals of Merit, 12 Certificates of Merit with Distinction, and 4 Certificates of Merit) will be presented by Mr. Kirkpatrick.

6. Physical Fitness Room

This report covers the period of 16 November through 22 November 1964. Participation in the Physical Fitness Room the past week was about the same as it has been over the regular seven day period; the number of participants was 163 compared with 151 for the previous week.

Exercise clothing sales now total \$133.75.

We have commenced preparing the statistical data for the 30 November report which will show distribution of participants by grade and directorate.

25X1A9a [REDACTED] the Physical Fitness Director, was awarded a trophy by the Roadrunners' Club of America, D. C. Chapter, for having run 1 1/2 miles in less than eleven minutes.

7. Candy Sales by Employee Activity Association

The Employee Activity Association is again sponsoring a sale of candy for the Christmas season. The initial shipment has been received and went on sale 20 November 1964 at the Employee Activity Association Office located at the North Cafeteria Concourse. Sales as of the close of business, 20 November, were as follows:

49 1/2 pounds

\$67.70

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8. Fund Drive

As of close of business 20 November 1964, [redacted] cards had been returned with [redacted] pledges totaling \$188,237.44 — 135.9 per cent of our goal.

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9. Barbershop

Installation of the barbershop is progressing on schedule and there should be no problem in meeting the scheduled opening date of 4 January 1965.

/s/ Emmett D. Nichols

Emmett D. Nichols  
Director of Personnel

Distribution:

O & 1 - Addressee

1 - IG

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OD/Pers, [redacted] (23 November 1964)

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